

# Syracuse University Payroll Information Sheet

## **CONTACT INFORMATION:**

**Location:** Room 106, Skytop Office Building, South Campus

**Email:** [payroll@syr.edu](mailto:payroll@syr.edu)

**Hours:** Monday – Friday

**Phone:** (315) 443-4042 option 2

8:30am to 5pm (academic year)

**Fax:** (315) 443-9565

8am to 4:30pm (summer hours)

## **GETTING PAID:**

- To begin getting paid on August 31, be sure your Department has done all that is necessary to set you up as an employee in the HR/Payroll system before August 25th.
- **Provide the Payroll Service Center a copy of your social security card.** If you don't yet have your social security card, provide the application receipt received when you applied for the social security card to our office by scan and email to [payroll@syr.edu](mailto:payroll@syr.edu). Once received, send a copy of the card to our office by fax (315-443-9565) or bring the card to either our office at Skytop Office Building (see address above) or Student Employment in 210 Steele Hall. If sending a copy, be sure to write your **NAME** and **SUID** clearly on the page you submit to our office.
- If you do not have a social security card, you need to apply for one at the Social Security Administration office. See the Slutzker Center website for assistance (<http://international.syr.edu/>).
- You will receive your first pay on Thursday, August 31. You will be paid twice a month – once on the 15<sup>th</sup> and once on the last business day of the month. You can view the Pay Calendar any time through **MySlice** under **Employee Resources > Schedules and Calendars > Pay Calendar**.

## **TAX FORMS:**

- To ensure the University treats you properly for tax purposes according to IRS regulations, you need to complete the online **Foreign National Information System (FNIS)** questionnaire at <https://fnis.thomsonreuters.com/syracuse/>
- To request access to the FNIS questionnaire, contact the Payroll Service Center at [payroll@syr.edu](mailto:payroll@syr.edu) and provide your **NAME** and **SUID**. Your SUID is the User ID and you will be assigned a password.
- Once you complete and submit the information, we will determine your tax status, tax treaty eligibility, and create the appropriate tax withholding forms. **Even if you do not qualify for a tax treaty, you need to file tax withholding forms** with our office to be treated as a non-resident alien for tax purposes in compliance with IRS regulations.
- It is **your responsibility** to contact our office at the end of each calendar year and ask for new tax forms for the following year. At some point your tax status could change with just the passage of time, so it is important you keep your information current and **file tax withholding forms with our office each calendar year**.

If you have any questions regarding tax issues, contact Kirstin Guancia at [payroll@syr.edu](mailto:payroll@syr.edu) or 443-4042 option 2.

## **DIRECT DEPOSIT:**

A check will be sent to your Department on payday unless you sign up for direct deposit. The benefits of direct deposit are:

- Your pay is in your bank account on payday
- You do not have to go to your Department to pick up a check
- You do not have to go to the bank to cash a check
- You will not lose your check and have to wait for another check to be reissued

## **To set up direct deposit for your paychecks:**

- Log onto **MySlice**
- Under **Employee Services>H/R Payroll** select **View/Update My Direct Deposit**. You must be hired in the system for this link to appear and your SSN needs to be in the system to access this portal.
- Enter your bank information in the **Payroll Direct Deposit Information** section (do not use the Non-Payroll Direct Deposit Information section for payroll purposes)
- Direct deposit may take up to two pay periods to activate